Class Title: Data Entry Operator
Class Code: 002762

Examination Method

Minimum Qualifications Evaluation: Employment applications for Data Entry Operator will be reviewed to determine whether applicants meet the specified education and/or experience requirements, as well as any other necessary qualification requirements specified in the job posting for this job. **Applicants meeting the qualification requirements will be sent a testing admission notice advising them of the date by which they must take the test if they wish to be considered for currently posted position vacancies.**

Computer-Administered Test: To be eligible for employment consideration, qualified applicants must attain a passing score on a computer-administered test for Data Entry Operator. The test takes approximately one half (0.5) hour to complete.

Test Content Summary

The examination for Data Entry Operator consists only of the following computer-administered performance test component:

> **Typing Performance** - This test consists of a practice passage and two timed passages which assess an applicant's typing speed and accuracy.

Testing Location Information

Currently testing is conducted only at the Department of Human Resources office in Nashville.

If alternate testing locations should become available, approved applicants will be notified of the alternate location which best matches their testing location preference (as indicated in employment application submitted for this job).